

COMMITTEE ON PERSONNEL
Friday, April 7, 2006 – 9:00 a.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

CASSETTE #: 15; Side A, 001 – EOT
15; Side B, 001 – 545

PRESENT: Supervisor Cesarz, Coggs-Jones, Borkowski, DeBruin, Quindel, Weishan,
and Schmitt (Chair)

Scheduled Items:

1. 06-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

APPEARANCES:

Linda Seemeyer, Director, Department of Administrative Services
Emily Van Dunk, Budget Unit Manager, Dept. of Administrative Services
Charles McDowell, Director, Human Resources, DAS

- A-31 Supervisor Weishan voices concerns regarding the step increases for the Fiscal Management Analyst positions in the Department of Administrative Services.
- A-56 Ms. Seemeyer explained that the reason for this particular request is due to losing staff to similar positions in different entities offering a higher rate of salary. In order to afford the increases, the Department will hold one Fiscal Management Analyst position and one Capital Budget Analyst position vacant.
- A-116 Ms Van Dunk supported Ms. Seemeyer's statement by adding that when the request was submitted to the Department of Human Resources, it was based on information indicating that DAS was losing people to a competitive market. She stated that this request is solely based on DAS's desire to retain employees and keep their staff together at least through the upcoming budget cycle. Ms. Van Dunk also expressed some level of difficulty in recruiting for these positions. Her fiscal analysis for savings is totally based on the fact that the positions Ms. Seemeyer alluded to earlier will remain vacant which will result in spending less money on

Scheduled Items (Continued):

salaries in the coming year and because these are people who are leaving prior to retirement, they are not rolling over into any kind of health care retirement benefit that would cost the County. Questions and comments ensued.

- A-146 Supervisor DeBruin suggested that the item be laid over pending additional information and perhaps meeting with DHR and DAS to further discuss.
- A-452 Chairman Schmitt made inquiry as to other County departments that are faced with similar situations. Mr. McDowell explained that what DHR does is analyze these situations to determine the level of criticality for the function of government; and in this case, determine what is best to help Milwaukee County function. What, at this particular time, differentiates this critical need from the critical need of other departments is Milwaukee County being in the middle of developing the 2007 budget. The lack of staff will put DAS in a very difficult situation in terms of bringing in new people and trying to train them and develop a budget at the same time.
- A-590 Ms. Seemeyer indicated that because of the numerous questions raised, the request is withdrawn with the understanding that additional information will be provided to the Committee in support of DAS's request. The additional information should assist the Committee with their decision. DAS will prepare this item for the next cycle.

Due to the withdrawal of the DAS request regarding the Advancement Within the Pay Range Report, the Committee took no action regarding this item.

2. 06-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this item.

3. 06-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this item.

Scheduled Items (Continued):

4. 06-88(a) An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(REPORT FROM DHR - INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

William Borja, Chief Information Officer, Information Management Services (DAS)

Hugh Morris, Business Systems Project Manager, Information Management Services (DAS)

- A-624 Mr. Morris indicated that progress has been made since the last report. As compared to last cycle, there are a number of areas that have transitioned from red to yellow. That is definitely an indication of forward movement. He stated that needed tasks have been completed in these areas. Referring to the report, the status of Human Resource/Payroll (HPW) Web-Discovery is listed as red. In a recent meeting that was held with the Oversight Committee, this area was transitioned to yellow also, which does require continued attention, but it's a sign of progress in that area as well.

Mr. Borja stated that the reason for progress being made is the ability to get the information needed and get it documented. That is what had to happen before Ceridian could program the new system to do the things necessary. There's been significant work in that effort. Mr. Borja referred to what was discussed at the last committee meeting and explained that there is no way to make up the total amount of time that was lost. However, there was some flexibility as long as they stayed within this current year in implementing. In that respect, they are within their timeline and within budget. He indicated that this is a priority and efforts have been increased. Even though the timeline was moved, it is within their scope. This is all a part of ensuring that everything stays on track.

Questions and comments ensued.

The Committee took no action regarding this informational report.

5. 06-211 Resolution by Supervisor White, directing the Director, Department of Human Resources to review and reclassify the Superintendent of Transportation to the Director of Transportation and Public Works and the Superintendent of Parks to the Director of Parks.

APPEARANCE:

Supervisor James White, 1st District

Scheduled Items (Continued):

- A-704 Supervisor White stated this resolution was something that was initially considered in a proposal for the merger of these two departments during the budget. There was an administrative request to hold off on this until after processes to dissolve the merger took place and got established. Supervisor White indicated that this is a follow-up resolution. There was an issue of finances in terms of salaries that was deferred to and resolved by the Department of Human Resources.

Questions and comments ensued.

- A-728 The Chairman indicated that he would like to see this done for the May cycle.

ACTION BY: (Borkowski) Approve. 7-0

AYES: Cesarz, Coggs-Jones, Borkowski, DeBruin, Quindel, Weishan, and Schmitt (Chair) – 7

NOES: 0

6. 05-353 An adopted resolution by Supervisors Devine, Johnson, Broderick and (a) Dimitrijevic, authorizing and directing a review of the number of managerial positions and the ratio of manager to worker positions within each department. **(Also to Committee on Finance and Audit) (REPORT FROM DAS - INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Steve Agostini, Fiscal & Budget Administrator, DAS
Supervisor Dan Devine, 17th District

- B-016 Mr. Agostini indicated that the report is self-explanatory. It's just as requested; a breakdown of the ratio by each of the County's departments.

- B-024 Supervisor Devine indicated that he had originally requested this last July hoping to get this going into budget season so it could be used as a tool to evaluate top-heavy management departments and potentially look at efficiencies. It was not received in time. Even though this report is a start, it needs to go much deeper into these numbers. Supervisor Devine requested that this Committee authorize and direct DAS to go a step further and provide the entire County Board with org charts for these departments and a more detailed analysis.

The Committee agreed with Supervisor Devine requesting a follow-up report that should include an analysis and more in-depth explanations of what the numbers mean that is represented in the report provided,

Scheduled Items (Continued):

accompanied by an org chart. Mr. Agostini suggested that this request would be better directed to the departments themselves.

- B-288 Supervisor Cesarz requested specific information from staff on Chapter 17 pertaining to the policy on this matter of staffing managerial ratios, also what is in the administrative manual, if anything, that delineates our policy, what has this board previously stated about the proper way to handle it, and what the ultimate goal was. Supervisor Cesarz indicated he feels this information would be helpful in this discussion.

Questions and comments ensued.

- B-360 Mr. Agostini indicated that he would be willing to sit down with the sponsors of the resolution to ascertain exactly what information is wanted. He would then send out a questionnaire to the various departments in an effort to gather the necessary information. Mr. Agostini indicated that he should be able to have this for the Committee by the June cycle.

The Committee took no action regarding this informational report.

7. 05-478 (a) An adopted resolution, authorizing and directing the Director, Department of Administrative Services (DAS) – Division of Human Resources (DHR) to develop a comprehensive inventory of positions and employees in Milwaukee County departments and in electronic format by 04/01/2006. **(REPORT FROM DIRECTOR, DHR - INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Charles McDowell, Director, Human Resources, DAS

- B-467 Mr. McDowell indicated that the book provided to the Committee basically has the listings of all the positions in Milwaukee County and includes different types of reports that are used in Human Resources. In an effort to try to give the Committee as much information as possible, these binders were put together. Mr. McDowell stated that a temporary solution that will meet the needs of having this electronically is working with IMSD to put this on our intranet. Each one of these reports will be accessible through the computer off the intranet. Once the Ceridian project is in effect, all of these reports will be taking on a different format and will be much more easily accessible. This is an attempt to do an interim solution while working towards the permanent one.

The Committee took no action regarding this informational report.

Scheduled Items (Continued):

**RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR
CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:**

Item #s 8, 9, and 10 were considered together.

8. 06-148 From the Sheriff, requesting authorization to abolish two Physician Assistant, one Management Assistant (Sheriff) and RN pool positions and create two Nurse Practitioner and two LPN Sheriff positions. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

SEE ITEM #10 FOR COMMITTEE ACTION

9. 06-165 From Chief Information Officer, Information Management Services Division, requesting authorization to abolish three Applications Specialist 4 positions and one Record Center Supervisor position and create two Business Analyst 4 positions, one Project Coordinator (Applications) position, and one Fiscal and Management Analyst 3 position. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.) (Report from County Board Staff)**

SEE ITEM #10 FOR COMMITTEE ACTION

10. 06-171 From Deputy Director, Department of Child Support Enforcement, requesting authorization to create three half-time Child Support Assistant positions in the Customer Service Call Center. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

ACTION BY: (Borkowski) Approve Item #s 8, 9, and 10. 7-0

AYES: Cesarz, Coggs-Jones, Borkowski, DeBruin, Quindel,
Weishan, and Schmitt (Chair) – 7

NOES: 0

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s):

11. 06-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

Scheduled Items (Continued):

ACTION: (Cesarz) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item #8 above. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 7-0

AYES: Cesarz, Coggs-Jones, Borkowski, DeBruin, Quindel, Weishan, and Schmitt (Chair) – 7

NOES: 0

The Committee convened into closed session at approximately 10:35 a.m. and reconvened in open session at approximately 11:10 a.m. The roll call was taken and all Committee Members were present except Supervisor Quindel, who was excused.

B-513

The Committee commended Troy Hamblin, Director, Labor Relations for the very professional and fine work that he has done on behalf of Milwaukee County. Committee members wished Mr. Hamblin the best of luck in his new endeavor.

STAFF PRESENT:

Linda Seemeyer, Director, Department of Administrative Services
Emily Van Dunk, Budget Unit Manager, Department of Administrative Services
Charles McDowell, Director, Human Resources
William Borja, Chief Information Officer, Information Management Services (DAS)
Hugh Morris, Business Systems Project Manager, Information Management Services (DAS)
Steve Agostini, Fiscal & Budget Administrator, Department of Administrative Services
Rick Ceschin, Research Analyst, County Board

This meeting was recorded on tape. The foregoing items were not necessarily considered in agenda order. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes is available in the County Board Committee Services Division.

Length of meeting: 9:05 a.m. to 11:20 a.m.

Adjourned,

Jodi Mapp

Committee Clerk
Committee on Personnel